



## PTA Leader Student Entry Portal Instructions

### Step 1. Create an Account

1. Click "sign up" and enter your full name, email and create a password.
2. Click "register" and receive a confirmation email.
3. Click the unique link in your confirmation email to activate your account.

### Step 2. Submit Entries

1. From your account's home page, click "create a submission" for each entry advancing to the next level.
2. Click "Entry Form" to enter information from the student's signed entry form.
3. Click the provided link to upload a copy of the student's work.
4. Click "submit entry" to send the submission to your State PTA.

### Step 3. Confirm Submission Status

1. Click "Home" to view a list of all complete and incomplete submissions.
2. Look for the submission's status of "Submitted."
3. Receive an email receipt of submitted entry with an attached form for documentation.

### Frequently Asked Questions

**Question:** I don't know or have forgotten my password. How do I reset it?

**Answer:** Request a password reset by visiting: <https://ptareflections.fluidreview.com/acc/pwd/rst/>.

**Question:** Why do the dates/times associated with my submitted material seem to be a few hours off?

**Answer:** This happens when we are unaware of your local time zone. Please set your time zone in your account settings page.

**Question:** Who should sign up to use the National PTA Student Entry Portal?

**Answer:** Any PTA Leader may sign up and submit entries to their State PTA.

**Question:** When should my PTA submit entries online?

**Answer:** WA State PTA Reflections deadline is: Friday, January 18<sup>th</sup>, 2019

**Question:** Which student entries should I submit?

**Answer:** Enter only winning submissions advancing to the state-level. Your State PTA will determine the number of entries accepted per division and category.

**Question:** How do I make edits to a submitted entry?

**Answer:** Submitted entries are locked for editing. If you need to make corrections or resubmit, please notify your State PTA at [reflections@wastatepta.org](mailto:reflections@wastatepta.org).

**Question:** How do I delete a submitted entry?

**Answer:** From your home page, click "delete" next to the submission you would like to remove.